



**PROCEDURES FOR THE SUBMISSION AND CONSIDERATION OF
A PROPOSED NEW METHODOLOGY**

(Version 09)

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I. BACKGROUND

1. This document contains the procedures for the submission and consideration of proposed new methodologies which operationalize the provisions of paragraph 38 of the CDM modalities and procedures.
2. The CDM modalities and procedures¹ stipulate that if a designated operational entity (DOE)² determines that a proposed project activity intends to use a new baseline or monitoring methodology, it shall, prior to the submission for registration of this project activity, forward the proposed methodology to the Executive Board for review, i.e. consideration and approval, if appropriate.
3. The Executive Board shall expeditiously, if possible at its next meeting but not later than four months after the date of receipt of the proposed new methodology, review the proposed new methodology in accordance with the CDM modalities and procedures. Once approved by the Executive Board, it shall make the approved methodology publicly available and the designated operational entity may proceed with the validation of the project activity and submit the project design document (CDM-PDD) for registration.
4. At its fourth meeting, in order to operationalize its procedures to review new methodologies, the Executive Board requested the panel to develop recommendations to the Board on guidelines for methodologies for baselines and monitoring plans (Meth Panel), consider proposed new methodologies for baseline and monitoring plans and, based on desk reviews by experts selected from a roster maintained by the secretariat, make recommendations to the Board on proposed new methodologies.

II. SUBMISSION OF A PROPOSED NEW METHODOLOGY

5. If project participants intend to propose a new baseline or monitoring methodology for consideration and approval by the Executive Board, they shall prepare the current methodologies forms for baseline and monitoring methodologies (CDM-NMB and CDM-NMM) along with a draft project design document (CDM-PDD) and as a minimum, complete sections A to E, including relevant annexes, following its respective current guidelines.
6. A fee of USD 1,000 shall be charged to project participants when submitting a proposed new methodology for regular project activities (not applicable to methodologies for small-scale and afforestation and reforestation project activities). If a methodology is approved and the project activity for which it was developed is registered, the registration fee shall be lowered by that amount.
7. Having checked that the “CDM: Proposed new methodology form” has been duly filled by the DOE, documentation provided by the DOE is complete and the **proof of payment deposit** of the stipulated submission fee has been received by the secretariat, the secretariat shall forward the documentation to one member of the Meth Panel. This member is to assess the quality of the submission and grade it as being 1 and 2 in accordance with the criteria for pre-assessment as contained in the current version of the “CDM: Proposed new methodology assessment form” (F-CDM-NMas)³. If the member grades the documentation as being 2, the documentation is to be sent back to the project participants. If

¹ Paragraph 38 of the CDM modalities and procedures contained in the Annex to decision 17/CP.7 (please refer to document FCCC/CP/2001/13/Add.2).

² An applicant entity which has a confirmed CDM assessment team may forward a proposed methodology in accordance with these procedures if it produces documentary evidence (procedural report) of work undertaken (see <http://unfccc.int/cdm/listaenm.html>).

³ The current version of the form (F-CDM-NMas) is available on the UNFCCC CDM web site (section “Forms”).



the grade is 1, the documentation shall be considered as received by the Board and be forwarded by the secretariat for consideration of the Board and the Meth Panel. The member responsible for pre-assessing a proposed new methodology shall receive a half-day fee as remuneration.

8. A DOE/AE may voluntarily undertake a pre-assessment of a newly proposed methodology before submitting it. If a voluntary pre-assessment has been undertaken, no pre-assessment by the Meth Panel, as referred in paragraph 7 above, is needed. The submitted methodology may be in such case be considered as received once the secretariat has confirmed that the “CDM: Proposed new methodology form” has been duly filled by the DOE, documentation provided by the DOE is complete and the deposit of the stipulated submission fee has been received by the secretariat.

9. At the same time, in accordance with the practice of the Executive Board to invite public input on technical documentation developed by the Executive Board and its panels, the secretariat shall make the proposed new methodology publicly available on the UNFCCC CDM web site and invite public inputs for a period of 15 working days. Public inputs on a proposed new methodology shall be made using the current version of the “Proposed new methodology - public comment form”(F-CDM-NMpu)⁴. Comments shall be forwarded to the Meth Panel at the moment of receipt and made available to the public at the end of the 15 working day period.

III. ANALYSIS/RECOMMENDATION BY THE METH PANEL AND CONSIDERATION/APPROVAL BY THE BOARD

10. A proposed new methodology shall be available to the Meth Panel at least ten weeks prior to its next meeting. The secretariat shall make public, through the UNFCCC CDM web site, the date of a meeting and the corresponding deadline at least ten weeks prior to the meeting.

11. In case more than ten (10) proposed new methodologies are submitted by the deadline for submissions of proposed new methodologies, the Chair of the Meth Panel shall ascertain how many proposals shall be analyzed at the next meeting of the Meth Panel and decide to postpone the analysis of some submissions to the subsequent meeting of the Meth Panel. Submissions received and confirmed to be completed by the secretariat shall be treated on a “first come first served” basis.

12. The Board may decide to change a deadline for submissions of proposed new methodologies taking into account the workload of the Meth Panel.

13. Whenever a proposed new methodology is submitted to the Meth Panel in accordance with paragraph 10 and 11 above, it shall analyze it and, if possible at its next meeting, make a recommendation regarding the approval of the proposed new methodology to the Executive Board.

14. Upon receipt of a proposed new methodology, two members of the Meth Panel shall be selected on a rotational basis in alphabetical order. The two members shall be responsible for compiling different inputs, including those from other members of the Panel and public inputs, and prepare, under the guidance of the Chair of the Meth Panel, draft recommendations by the Meth Panel to the Board. The two selected panel members shall be paid a fee for (2) working days for the lead member and one (1) working day for the second member for the preparation of the draft recommendations.

15. The Chair and the Vice-Chair of the Meth Panel, with the assistance of the two designated panel members and the secretariat, shall, no later than seven working days after the receipt of the proposed new methodology, select two experts from a roster of experts⁵ who are to undertake a desk review to appraise

⁴ The current version of the form (F-CDM-NMpu) is available on the UNFCCC CDM web site (section “Forms”).

⁵ The roster of expert is to be maintained by the secretariat.



the validity of the proposed new methodology, being one the lead reviewer. The lead is to be paid three (3) days fee and the second reviewer a two (2) days fee. The two reviewers should provide inputs independently.

16. Each desk reviewer shall prepare, under the guidance of the Chair of the Meth Panel and in accordance with the provisions of the CDM modalities and procedures, his/her recommendation to the Meth Panel. He/she shall forward it, wherever possible, within 10 working days after having received a proposed methodology using the respective current version of the forms “CDM: Proposed new methodology – lead expert desk review form”(F-CDM-NMex_3d) and “CDM: Proposed new methodology – second expert desk review form”(F-CDM-NMex_2d)⁶.

17. The Meth Panel, taking into consideration public comments and the recommendations by the desk reviewers, shall prepare its preliminary recommendation regarding the approval of the proposed new methodology to the Executive Board using the current versions of the forms “CDM: Proposed New Methodology - Panel recommendation to the Executive Board” (F-CDM-NMmp) and “CDM: Proposed New Methodology - Panel recommendation summary to the Executive Board” (F-CDM-NMSUMmp)⁷:

(a) Before preparing its preliminary recommendation, the Meth Panel may request, through the secretariat, and via the designated operational entity, the project participants to make available additional technical information necessary to analyze the proposed new methodology within a deadline stipulated by the Chair of Meth Panel. Any additional technical information provided by project participants to the Meth Panel shall be made available to the Executive Board and to the public soon after its receipt by the secretariat.

(b) The Meth Panel shall, through the secretariat, and via the designated operational entity, forward its preliminary recommendation to project participants.

(c) Within ten working days after the receipt of the preliminary recommendation of the Meth Panel by the designated operational entity (DOE), the project participants may submit, via the DOE, clarifications to the Meth Panel, through the secretariat, on technical issues concerning the proposed new methodology raised in the preliminary recommendation by the Meth Panel. Technical clarifications provided by the project participants shall include revisions in the methodologies forms for baseline and monitoring methodologies (CDM-NMB and CDM-NMM) in highlighted form. Clarifications provided by the project participants shall be made available to the Executive Board and to the public soon after they have been received by the secretariat;

(d) If project participants do not provide any clarification related to the preliminary recommendation by the Meth Panel within the ten-day period, or if the preliminary recommendation by the Meth Panel is in favour of approving (so called “A” case) or not approving (so called “C” case) the proposed new methodology, it shall be considered as a final recommendation, forwarded to the Executive Board and made publicly available.

(e) If project participants provide clarifications related to the preliminary recommendation by the Meth Panel, the Meth Panel shall consider these clarifications at its next meeting and prepare its final recommendation to the Executive Board. The final recommendation shall be forwarded to the Executive Board and made publicly available.

⁶ The current versions of the forms (F-CDM-NMex_3d and F-CDM-NMex_2d) are available on the UNFCCC CDM web site (section “Forms”).

⁷ The current versions of the forms (F-CDM-NMmp and F-CDM-NMSUMmp) are available on the UNFCCC CDM web site (section “Forms”).



CDM – Executive Board

18. The Executive Board shall consider a proposed new methodology at the next meeting following the receipt of the final recommendation regarding the approval of the proposed new methodology by the Meth Panel.
19. If the Executive Board considers the case to be re-submitted (so called “B” case), project participants have the opportunity to re-submit the proposal taking into consideration:
- (a) Required changes being made by the project participants, taking into account issues raised by the Board, recommendations made by the Meth Panel, and re-submission of a duly revised proposal. The secretariat shall make the revised proposal publicly available upon receipt;
 - (b) Reconsideration of the revised proposal directly by the Meth Panel, without further review by desk reviewers; and
 - (c) A recommendation by the Meth Panel being made to the Executive Board.
20. A proposed methodology may be resubmitted to the Board with required changes (i.e. rated as “B” by the Board) only once.
21. If a proposal that may be resubmitted with required changes (i.e. rated as “B”) is not resubmitted within the timeframe of five (5) months will be considered as withdrawn.



Appendix 1

Provisions and criteria for including experts in the “UNFCCC roster of experts – CDM methodologies”

1. An expert who is to undertake a desk review of a proposed new baseline and/or monitoring methodology shall:
 - (a) Be familiar with the CDM modalities and procedures and relevant decisions of the COP (or COP/MOP);
 - (b) Have demonstrated relevant working experience related to project activities;
 - (c) Have demonstrated technical/scientific experience related to baseline and/or monitoring methodologies, *inter alia*, through publications;
 - (d) Good analytical and drafting skills;
 - (e) Have an advanced university degree in economics, energy, social, environmental studies, natural sciences, engineering, development studies, or any related discipline;
 - (f) Good working knowledge in English. Working knowledge of other UN languages desirable;
 - (g) Be free from any interest that might cause him/her to act in other than an impartial and non-discriminatory manner.
2. An expert applying for the roster of experts to undertake desk reviews of proposed new methodologies shall complete, in addition to the P11, a table on detailed working and/or scientific and technical experience.
3. An expert selected to undertake a desk review and appraise the validity of a proposed new methodology shall be compensated in accordance with the rules and regulations of the UNFCCC.